



DEPARTMENT OF THE NAVY
BUREAU OF MEDICINE AND SURGERY
2300 E STREET NW
WASHINGTON DC 20372-5300

IN REPLY REFER TO
BUMEDINST 1520.27C
BUMED-OONC
21 Jun 2001

BUMED INSTRUCTION 1520.27C

From: Chief, Bureau of Medicine and Surgery
To: Ships and Stations Having Medical Department Personnel

Subj: APPLICATION AND ADMINISTRATION OF FULL-TIME DUTY UNDER
INSTRUCTION (DUINS) FOR NURSE CORPS OFFICERS

Ref: (a) Officer Transfer Manual (NAVPERS 15559B)
(b) MANMED, Chapter 1, article 1-22

Encl: (1) Sample Application Letter

1. Purpose. To provide information, policy, and procedural guidance for the Full-Time DUINS Program for Nurse Corps officers on active duty in the U.S. Navy. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. BUMEDINST 1520.27B.

3. Background

a. Full-time DUINS for Nurse Corps officers gives the necessary preparation to meet subspecialty needs, thereby enabling the Nurse Corps to fulfill its mission and benefit the Navy and the individual by:

(1) Encouraging higher levels of professional knowledge.

(2) Giving incentives for recruitment and retention of personnel with ability, dedication, and capacity for growth.

(3) Recognizing educational aspirations of individuals.

b. Nurse Corps officers who participate in full-time DUINS receive full pay and allowances of their grade. The Navy Medical Department pays tuition. Reference (a) guides all transfers related to this assignment.

4. Selection

a. Commander, Navy Personnel Command (COMNAVPERSCOM) convenes the Nurse Corps full-time DUINS selection board annually in December.

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- b. The Bureau of Medicine and Surgery (BUMED) decides the number of officers selected for subspecialty training after a review of current and projected inventory, end-strength needs, training billet availability, and accession projections from all sources.
- c. Applications that meet eligibility criteria described in this instruction will be presented to the selection board for consideration.
- d. Selection will be based on quality of applications, command endorsements, academic capability, professional performance, promotion potential, physical readiness, and individual assignability to a subspecialty-coded billet for at least one utilization tour following DUINS.
- e. Officers selected by the board will be notified by BUMED. Notification will include the curriculum for which the officer was selected.

5. Eligibility

- a. Individuals must be, at a minimum, in their second tour of duty as a Navy Nurse Corps officer with the exception of those individuals applying for the Certified Registered Nurse Anesthetist (CRNA) Program who may be in their 4th year of active duty at the time of the DUINS selection board.
- b. Officers' projected rotation date (PRD) must not be later than the class convening date of the desired curriculum and cannot be greater than 12 months after the convening date of the selection board.
- c. Individuals must not be in receipt of permanent change of station (PCS) orders at the time of application to the DUINS board.
- d. Participation in DUINS is limited to baccalaureate, master's, or doctoral study. Officers who have previously earned a degree under the DUINS Program may not reapply for another degree at the same educational level. Officers who have earned a master's degree on their own at a civilian institution are eligible to apply for another master's degree under DUINS. Limited opportunity may be available for selected postmaster's certificates and fellowships.
- e. Obligated service for a previous Government sponsored/funded education program must be completed by the time school convenes. Obligated service resulting from Navy-sponsored tuition assistance may be served simultaneously with the obligated service incurred from assignment to DUINS. Dependent on the needs of the Navy, applications may be considered before the full payback of obligated service. The remaining obligation would be added to the service obligation incurred in attending DUINS.
- f. Officers applying to a nurse anesthesia program must hold a degree in Bachelor of Science in Nursing or Bachelor of Arts in Nursing (BSN/BAN) from an accredited school of nursing (accredited by an organization authorized to accredit schools of nursing by the

Department of Education) with a grade point average (GPA) of 3.0 or higher, have taken college-level courses in statistics and organic chemistry, and have a minimum of 1 year (2 years preferred) experience in acute nursing care settings, such as: critical care, post-anesthesia care, or emergency nursing.

g. Officers who are in a failure-of-selection status in present grade or who fail to satisfy the physical readiness criteria are not eligible for DUINS.

6. Curricula Availability

a. The list of subspecialties available for training selection will be published in the spring of each year. This list serves as a guide for applicants in selecting a course of study. Actual training needs, based on validated subspecialty billets at the time of the selection board, will decide final curricula options.

b. Officers may pursue approved curricula leading to validated subspecialty codes from civilian colleges or university schools of nursing, the Naval Postgraduate School (NAVPGSCOL), Navy Nurse Corps Anesthesia Program, or Army/Baylor Health Care Administration Program. The Chief of Naval Education and Training must approve education and training management specialist (ETMS) programs. Civilian institutions offering nursing curricula must be accredited by a nationally recognized nursing accreditation agency. Programs which are seeking accreditation, or candidacy status for accreditation (which is based solely on the newness of the program) are acceptable with prior approval from the Naval School of Health Sciences (NSHS) Bethesda, MD (Code OP2).

c. Officers with diploma or associate-degree preparation who do not hold a BSN should consider bridge programs (combined BSN with Master of Science in Nursing (MSN)) at civilian schools of nursing. Successful completion of this program must lead to an MSN. Questions on the appropriateness of the curriculum or specialty should be directed to NSHS Bethesda, MD (Code OP2).

d. Highly competent officers may apply for doctoral level education in support of a limited number of billet needs. Selection is not influenced by earlier DUINS participation; but, obligated service for previously funded education programs must be satisfied before the class meeting date of the doctoral program. The program of study should show parallels with the officer's career specialty, past scholarly works, research postmaster's degree, publications, and needs of the Navy and Navy Nurse Corps.

e. Applications for non-nursing baccalaureate or master's degrees will not be accepted unless deemed essential to the Nurse Corps and listed in the annual list of subspecialty needs.

f. Curriculum length is a consideration in the selection process. Generally, the maximum time a Nurse Corps officer will be assigned DUINS for a specific program is:

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(1) Baccalaureate degree	24 months
(2) BSN/MSN degree combined	30 months
(3) Master of Science in Nurse Anesthesia	30 months
(4) Master of Science in Nursing	24 months
(5) Degrees from NAVPGSCOL, Army/Baylor, or ETMS	As Prescribed
(6) Doctoral degree	48 months

7. Approved Schools

a. Factors considered in deciding the acceptability of a civilian institution include:

- (1) Accreditation by a nationally recognized nursing accreditation agency.
- (2) Availability of needed courses throughout the calendar year.
- (3) Proximity to current or potential follow-on duty stations.
- (4) Proximity to a Naval Reserve Officer Training Corps unit or other military facility that will give administrative support for DUINS students.
- (5) Schools that will allow State residency status of Navy students to reduce tuition costs (this does not mean moving to your home of record for school).
- (6) A curriculum that will satisfy degree needs at minimal cost and in the least time. Officers are expected to shorten study lengths by taking proficiency exams whenever possible.

b. These factors are considered jointly. The principal criteria used in approving attendance at a civilian institution are the quality of the academic program and the associated costs. While costs will always carry weight in the approval of a specific school, academic benefits and professional needs are the fundamental considerations.

c. Officers currently stationed in Hawaii may seek admission to universities in Hawaii only if no PCS move is needed. Officers not currently stationed in Hawaii should not seek admission to universities in Hawaii.

8. Declination. Officers selected by the full-time DUINS selection board, who do not desire assignment to DUINS, may decline their selection in writing to COMNAVPERSCOM (NPC-4415K) with a copy to NSHS Bethesda, MD (Code OP2). This must be done within 30 days of receiving official notification to allow for the timely notification of selected alternates.

9. Academic Continuation

a. Per chapter 16 of reference (a), officers enrolled in DUINS, who fail selection for promotion will be considered for continuation in school on a case-by-case basis, as decided by COMNAVPERSCOM based on the recommendation from Commanding Officer, NSHS Bethesda, MD.

b. Officers, who fail to maintain academic standards (GPA 3.0) receive similar consideration, based on the recommendation of the Commanding Officer, NSHS Bethesda, MD.

10. Action

a. Chief, BUMED will develop and maintain statistical methodologies for forecasting educational needs.

b. Director, Navy Nurse Corps

(1) Analyzes educational needs for Nurse Corps.

(2) Establishes annual quota plan for training billets.

(3) Recommends annual education quotas by subspecialty to COMNAVPERSCOM.

(4) Publishes and issues training needs.

c. NSHS Bethesda, MD

(1) Conducts program administration and resource management.

(2) Keeps communication with selectees, their commands, Nurse Corps assignment officers, and universities.

(3) Keeps student and academic records on all students assigned to DUINS and monitors their educational progress.

d. Commanding Officers or Designees

(1) Advise Nurse Corps officers about the value of continued professional education and encourage them to pursue formal education programs.

(2) Ensure the forwarding endorsement for each application includes an evaluation of the applicant's aptitude, initiative, and potential for completing the requested training.

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e. Individual officers interested in DUINS

(1) Seek education and career counseling from the Director, Nursing Services (senior nurse assigned); the appropriate specialty leader; and Director, Nurse Corps Programs, NSHS Bethesda, MD (Code OP2).

(2) Consult the annual published list for the latest information on DUINS opportunities, specialties available, and new program guidelines.

(3) Seek career guidance and discuss decision to pursue DUINS with their detailer. This discussion should also include potential follow-on duty and location of utilization tour.

(4) Submit DUINS application to NSHS Bethesda, MD (Code OP2) via appropriate chain of command following enclosure (1). Applications must reach NSHS Bethesda, MD (Code OP2), no later than 1 October.

(5) Choose a primary specialty from the BUMED-OONC Navy Nurse Corps Newsletter announcing the specialties that will be considered that year when applying for graduate DUINS. If individual career goals can also be satisfied with a different specialty, include that specialty as a second choice. Apply to at least one university for each specialty program requested. Consider factors described in paragraph 7 (approved schools).

(6) Send letters of acceptance or other documentation from universities noting the officer's academic credentials meet admission criteria.

(7) Send a proposed academic plan (schedule listed by semester/quarter showing the needed course work) for each primary and alternate subspecialty education program requested. Individuals must be enrolled full-time year round. University academic advisors can give assistance.

(8) If applying for a baccalaureate degree in nursing, send documentation of nursing challenge examinations or National League for Nursing advanced placement examinations. These tests can be requested and administered by local Navy Campus officers (including overseas locations) or civilian colleges and universities.

(9) Submit letters of recommendation (maximum three letters) which address current and potential level of performance.

(10) If applying to the Navy Nurse Anesthesia Program, a letter of recommendation or interview from a CRNA is required. Applicants to nurse practitioner programs should send a letter of recommendation or interview from a certified nurse practitioner working in the same specialty. Doctoral applicants are encouraged to send a letter of recommendation from a peer, senior, or academic advisor who holds a doctorate degree who can address their ability to do advanced graduate or Ph.D. study.

(11) Write a statement of rationale. Do not exceed 250 words. This statement must be articulate and clearly focused. It must explain why this training is wanted and how it will help the Nurse Corps and the Navy.

(12) Take the graduate record examination (GRE) General Test to give substantiation of academic ability. (Applicants for doctoral study and baccalaureate programs in nursing may be excluded.) Scores must not be more than 5 years old at the time of the selection board. Navy Campus can give information on the tests, dates administered, and location. GRE fees are paid by the applicant and are not reimbursable. Test results must reach NSHS Bethesda, MD (Code OP2) by 1 November. Testing centers may send results directly to NSHS Bethesda, MD via source code #5480. If the Miller Analogy Test is needed by the school of nursing for admission, it may be substituted for the GRE in the application. GRE scores will not be required if the academic institution does not require the test. However, the score does provide the DUINS board with additional information on the individual's academic potential, and may be considered in the selection process.

(13) Take courses through Navy Campus, civilian institutions, or a NAVPGSCOL self-study program to strengthen academic background at the baccalaureate, master's, or doctoral level. This is most pertinent for those who do not have a noteworthy undergraduate record or who last attended a formal college more than 5 years before the board convenes. Applicants to the Nurse Anesthesia Program are advised to strengthen science and math grades, particularly organic chemistry, and pathophysiology.

(14) Request a microfiche copy of your official record and your officer summary or performance summary record (OSR/PSR) from COMNAVPERSCOM. Review the microfiche and OSR/PSR for accuracy, completeness, and include an official photograph showing present grade. Send corrections or additions to COMNAVPERSCOM at least 4 months before the meeting of the board. An additional official photograph may be sent with the DUINS application, but is not needed. Review the board preparation guidelines in the latest January/February issue of Perspectives.

f. Individual officers who are selected for DUINS

(1) Must complete the degree for which they were chosen, in the minimum amount of time possible.

(2) Must maintain a 3.0 GPA.

(3) Must be enrolled in school full-time, year round, in classes that are creditable to their degree.

(4) Must send grade reports to NSHS Bethesda, MD (Code OP2) as soon as available following each semester/quarter.

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(5) Must send a cost quote for the next semester to NSHS Bethesda, MD (Code OP2) 70 days in advance of the new semester.

(6) Will remain within Navy height/weight (body fat) standards while in school.

(7) Must successfully pass the physical readiness test each cycle unless medically waived.

(8) Must keep NSHS Bethesda, MD (Code OP2) informed of current address and telephone number.

(9) Must have all changes to their curriculum plan approved by NSHS Bethesda, MD (Code OP2) before starting the change.

(10) Must inform NSHS Bethesda, MD (Code OP2) of any circumstances that might adversely affect school progress.

(11) Must not moonlight while a student, reference (b).

(12) Must provide input to reporting senior to ensure fitness reports are submitted following local and higher authority directives. Further guidance is detailed in the "Information Package for DUINS Students in Full-Time Duty Under Instruction" provided when selected for DUINS.

11. Reporting Educational Achievement. The student is responsible for forwarding a final transcript of grades stating the degree and date degree was conferred to COMNAVPERSCOM with a copy to NSHS Bethesda, MD (Code OP2).

12. Application Requirements. Follow sample application letter, enclosure (1), and paragraph 10e of this instruction.



D. C. ARTHUR

Deputy

Available at: <http://navymedicine.med.navy.mil/instructions/external/external.htm>

SAMPLE APPLICATION LETTER

Date

From: LT Jane L. Doe, Nurse Corps, 123-45-6789/2900
To: Commanding Officer, Naval School of Health Sciences (Code OP2), 8901 Wisconsin Avenue, Bethesda, MD 20889-5611
Via: (Appropriate chain of command)
Subj: REQUEST FOR FULL-TIME DUTY UNDER INSTRUCTION
Ref: (a) BUMEDINST 1520.27C
(b) (Any other reference used)
Encl: (1) Letters of Acceptance from Educational Institutions (letters of provisional or conditional acceptance will be considered if school cannot give letters of acceptance)
(2) Proposed Curriculum Plans for Requested Education
(3) Transcripts (a complete set of official or otherwise legible transcripts is needed from all schools attended after high school. Applicants to Army/Baylor University must send official, certified transcripts)
(4) GRE General Test Report (If needed by school to which they are applying)
(5) Letters of Recommendation (maximum number is three)

1. Per reference (a), I request assignment to full-time duty under instruction in (name of program and subspecialty code) leading to (type of degree) at (educational institution). I (am accepted at/have applied to) (university) to begin this program (day, month, year), per enclosure (1). I will complete the program (month and year).

2. As an alternate course of instruction, I request (name of program and subspecialty code) leading to (type of degree) at (educational institution). I am (accepted/seeking acceptance) to begin this program (day, month, year), enclosure (1). I will complete this program (month and year).

3. Curriculum plans for requested programs are described in enclosure (2).

4. My current billet title is (Title). My duty telephone number is (DSN or commercial).

5. I reported to my present duty assignment on (date). My projected rotation date (PRD) is (month and year). (Describe any adjustment or extension to your PRD discussed or approved by your assignment officer.)

Enclosure (1)

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6. (If applicable) My obligated service for a previously funded education program ends (month and year). This obligation is from (use of tuition assistance, DUINS for..., etc.).

7. I hold the following professional certifications: (List certifications). My official subspecialty codes are (List subspecialty codes, primary, secondary, and tertiary). My most recent physical readiness test was completed on (specify date). The results were (specify overall result).

8. My professional and military experiences include: (Provide a chronological list beginning with current assignment. List all active duty, Reserve duty, officer, and enlisted experience, and health care related civilian employment.)

a. Facility or command, location, total length of assignment, from (month and year) to (month and year), billet title or position, clinical areas of assignment (if applicable), state full-time or part-time when describing civilian experience.

b. (Second most recent assignment, etc.)

9. Enclosure (3) is a complete set of transcripts for the following academic achievements: (Indicate if transcripts documenting your education may be listed under other names.)

a. Names of diploma school, colleges, and universities attended and the dates diplomas, baccalaureate, or other degrees were conferred.

b. List courses taken that were not credited toward a degree or diploma.

10. (If applicable) I took the GRE on (date). Results of the test are in enclosure (4). (State if the test results are being sent to NSHS Bethesda, MD from the test center as opposed to being included in the application.)

11. Letters of recommendation from (state names and titles) are in enclosure (5). (Officers requesting nurse anesthesia training, nurse practitioner programs, or doctoral study must send a recommendation from a practicing nurse anesthetist, nurse practitioner, or advisor who holds a doctorate, as appropriate.)

12. Give a statement of rationale for requesting DUINS. (Officers applying for anesthesia, graduate, or doctoral programs should comment on education and civilian or military experience which give a foundation for the requested program. This statement (not to exceed 250 words) should be articulate, focused, integrate current and past experiences with the requested specialty, and reflect an understanding of the new role expectations gained from discussions with the specialty leader or other senior Nurse Corps officers working in the subspecialty being requested by the applicant.)

13. Obligation Statement (Choose the appropriate subparagraph.)

a. Graduate, Bridge (Registered Nurse to Master of Science in Nursing), or Doctoral Applicants. If chosen, I agree not to tender my resignation or request release from active duty or retirement while assigned to full-time duty under instruction. I further agree to serve on active duty for a period of 3 years for the first full year of study and an additional 6 months of service for each additional 6 months of study or portion thereof, and not to send my resignation or request for release or retirement during this period of obligated service. (If the period of study is less than one full year, the obligated service is three times that period.)

b. Undergraduate Program Applicants. If chosen for undergraduate study, I agree not to tender my resignation or request release from active duty or retirement while assigned to full-time duty under instruction. I further agree to serve on active duty for a period of 2 years for the first year of study or portion thereof and for 6 months of active duty for each additional 6 months of study or portion thereof and not to send my resignation or request for release or retirement during this period of obligated service.

14. I understand the Privacy Act of 1974 (PL 93-579) as it applies to personal data records kept on U.S. citizens. My signature attests I am familiar with the statement contained here and authorize use of the information given for the purposes listed.

PRIVACY ACT STATEMENT

The authority to request information is contained in 5 U.S.C. 301 Departmental Regulations. The principal purpose of the information is to aid officials and employees of the Department of the Navy in deciding my eligibility for, and approving or disapproving, the education authorization being requested.

Upon approval for full-time duty under instruction, the Naval School of Health Sciences, Bethesda, MD, will keep a training file on me. Completion of this application and my signature is mandatory; failure to give the needed information may result in disapproval of my request.

Date

Full Signature

Unsigned and undated applications will be returned.